

IDAHO MANAGEMENT AND ACCOUNTABILITY SYSTEM (IMAS)

IMAS Timetable for Reporting Data and Reporting Procedures

Time Frames for Reporting Data

The State Office of Adult Education will review regional IMAS data bi-weekly. Please have your data entered, up-to-date, and posted according to the schedule below. The State Office will review regional data to assure that posted data is entered, approved and separations are made in a timely manner. We will also check for anomalous data. If anything appears not to “fit” or it appears you are having problems with timely entry and separation, the state technical assistant or program director will call to discuss the question/issue or problem with the program manager and/or data personnel. If it appears that technical assistance is necessary or if technical assistance is requested, a TA visit will be scheduled to assist you in your progress. Since IMAS is a web-base data system, the state may, at any time perform data checks and review program outcome information. To maintain your data system it is advisable to input data on a daily basis. It is the responsibility of each regional program to regularly run tables and check regional data for the purpose of data analysis, program review, teacher/class review, and general program status for program planning and improvement. The state encourages each grantee to design an internal program plan showing how you plan to monitor and use the data provided for your program in the coming year.

Direction for Technical Assistance

- 1) Since we are only beginning the use of IMAS in January 2006, the learning curve will be steep and the system will not provide information in the same way as you were use to collecting and reporting it in ABETS. This is a new day and a new system so expect some bumps in the road. Since everyone is just learning how to input data this year, the state will be reviewing regional data daily and/or weekly and ongoing conversations will be encouraged to gauge how you are doing and what training and technical assistance may be needed. Technical assistance is available to you Monday through Friday by simply contacting the Technology Assistant, Vicki Morgan at Vicki_morgan@nic.edu. You are welcome to email your concerns, problems, comments to Vicki anytime and request technical assistance. If she cannot assist you, she will take your problem to Access Plus and work with them in solving the issue. She will then contact you with the results and share the problem and results with the “field” so that we can all continue learning together. Plan ongoing conversations with the state through telephone conversation, email, face-to-face training meetings and individual discussion so that we can share information as we are learning.
- 2) The State ABE Office is introducing a Data Analysis Reporting Form that will be completed by the ABE Director with the assistance of data personnel; however, this is an activity to be completed by the ABE Director to encourage the ongoing review of program data. Please see the monthly form (note that each month addresses a different program issue). This reporting will begin in July 2006. Find

the forms on the SDE/ABE Website at www.sde.state.id.us/certication/AdultEd.asp (Menu Item: Professional Development/ Director Data Report Form) attached form and schedule for submission dates. This will serve as a means of identifying technical assistance needs within the state and regional programs, as well.

Training

Please check the website for information regarding NRS and IMAS training opportunities at www.sde.state.us.id/certification/AdultEd.asp (Menu item: Professional Development/Calendar of ABE/ESL/NRS Training) Ongoing NRS and IMAS training will be scheduled twice a year, so be sure to check the schedule for the training nearest you. Please note that all data personnel must attend the IMAS training yearly. All full time teachers, advisors, and staff should plan to attend the scheduled NRS/ Goal Setting training or as many teachers, advisors, and staff as the program can reasonably fund.

Regional Program Data Review

Please note that site visits for the purpose of audit and program review will take place in the spring. This will include hands on demonstration by data personnel to assure the quality of data input as well as a file review to verify that local reports accurately reflect data collection. The data check-list will also be used to verify accurate reporting and collection of data procedures. Please see the agenda and review instrument on the SDE/ABE Website at www.sde.state.id.us/certification/adulted.asp Menu item Program Monitoring and Review/NRS Data-Quality-Agenda and NRS Data-Quality-Agenda.

Contact Person:

Vicki Morgan (North Idaho College) will be working with the State ABE/GED Director to coordinate the work between the SDE Office of Adult Education and Access Plus. Vicki will act as a liaison between Idaho ABE programs and Access Plus/ IMAS, so please direct your problems, concerns, questions to her. She will relay all questions to the state ABE Director and to the Access Plus programmers's and work directly with them to assist you as we adapt the system to meet our needs. Since this system is designed to meet all the federal NRS requirements, all of your wishes may not be realized but we are open to suggestions and ideas to make the system work to our best possible advantage. Vicki will be responsible to report back to you and share her findings and solutions to problems and questions with the data management team. The data management team is comprised of the person responsible for program data entry in each region, as well as the program managers. Please don't hesitate to contact Vicki. She can be reached at Vicki_morgan@nic.edu. She will keep a log of all questions and findings for future reference. You may request technical assistance by contacting Vicki Morgan at the above address or by contacting Cheryl Engel at the SDE/Office of Adult Education at (208) 332-6933 or csengel@sde.idaho.gov.

IMAS Phase I and Phase II:

Phase I

Since we are making a big shift in data management systems this year with little or no time for transition, Phase I (2005-06) will be dedicated to learning the system and inputting data so we can run the tables for use in analyzing our program performance and meeting the federal reporting requirements, which include submitting our state annual report.

Phase II

In the fall of 2006 and into 2007, we will work with Access Plus to customize the system for better design and access to information needed to design program improvement activity. This year we will be limited to the federal table information, classroom level data, and regional demographic data to design our program plans. In the future, we will work with Access Plus to design ways to better access the data for quality program improvement purposes, realizing that we must also work within the limitations of the system so as not to compromise our data.

Calendar of Scheduled Postings:

Please note that the state calendar does not begin until March to give you time to learn the process of inputting data and to allow you time to input and post the data from July through December. We will be continually monitoring your data efforts during the next few months and we will work closely with you to overcome barriers, problems, etc.

Important Notice:

In January 2006 through July 1, 2006, there will be no repercussions if you are struggling to update data within these timeframes, but you will be contacted regularly so we can discuss problems and offer technical assistance to help you get on track.

By August 1, 2006, all data that is not posted or data that lacks approval or separation by the posted dates will either be denied or approved by the state office by the last posted entry date for that month. For example, if you have not posted data or the state office sees that you have a number of approvals or separations that are not completed; the state office will immediately contact you to try and help you resolve the issues. If by the second bi-weekly check, approvals and separations are still not complete; the state office will either deny the approvals, which means that they will have to be re-entered or approve the postings. Remember that if the approvals are done at the state level, you cannot go back and correct information, which means that some of these students may not end up in your regional or state count. **This will not begin until August 1, 2006.**

CURRENT PROGRAM DATA UPDATE (State Check)	DATE OF STATE OFFICE APPROVALS or DENIALS(When data is not posted or approvals and separations are not complete)
January 9, 2006	

January 23, 2006	
February 6, 2006	
February 20, 2006	
March 6, 2006	
March 20, 2006	
April 3, 2006	
April 17, 2006	
May 1, 2006	
May 15, 2006	
May 29, 2006	
June 5, 2006	
June 19, 2006	
June 26, 2006	
July 3, 2006	
July 17, 2006	July 20, 2006
July 31, 2006	
August 7, 2006	
August 21, 2006	August 24, 2006
September 4, 2006	
September 18, 2006	September 21, 2006
October 2, 2006	
October 16, 2006	October 19, 2006
October 30, 2006	
November 6, 2006	
November 20, 2006	November 27, 2006
December 4, 2006	
December 18, 2006	December 21, 2006
January 5, 2007	
January 19, 2007	January 22, 2007
January 29, 2007	
February 5, 2007	
February 20, 2007	February 23, 2007
March 5, 2007	
March 19, 2007	March 22, 2007
April 2, 2007	
April 16, 2007	April 19, 2007
April 30, 2007	
May 7, 2007	
May 22, 2007	May 25, 2007
June 4, 2007	
June 18, 2007	June 21, 2007
June 25, 2007	
July 9, 2007	